



Request for Funds for First Year Seminar Class

Name of Instructor: _____

Name of Course: _____
example: FSEM 100BB Critical Thinking and the Internet

Amount Requested _____ (Limit \$250)

Description of Request:

Signature of Requestor: _____

Signature of Dept Chair: _____

Please Print this form and Submit to Office of Academic Affairs, GW 314

Amount Approved: _____

Approved by: _____

Approved funds will be transferred into the department's operating budget

All State Travel and Purchasing Regulations must be followed when using these funds!